

**VILLAGE OF WESTON, MARATHON COUNTY, WISCONSIN**  
**REGULAR MEETING MINUTES OF THE BOARD OF TRUSTEES**

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**Monday, January 21, 2019, at 6:00 p.m. (or immediately following the Special Meeting which begins at 4:30 p.m.)**

1. **Meeting called to order by President Ermeling at 6:00 p.m.**  
Ermeling called the regular Board of Trustees meeting to order at 6:00 p.m.
2. **Pledge Allegiance to the Flag.**
3. **Roll Call by Clerk**

**Roll call indicated 6 Board of Trustee members present.**

<b>Trustee</b>	<b>Present</b>
<b>Ermeling, Barb</b>	<b>YES</b>
<b>Ostrowski, Kevin</b>	<b>YES</b>
<b>Zeyghami, Hooshang</b>	<b>YES</b>
<b>Ziegler, Jon</b>	<b>YES</b>
<b>Sparks, Wally</b>	<b>YES</b>
<b>Maloney, Mark</b>	<b>YES</b>
<b>Xiong, Yee</b>	<b>NO</b>

4. **Public Comments.**
  - a. **Tom Felch – J&D Tube Benders on Commercial Building Permit Fees**  
Tom Felch, Ringle, WI stated he is putting an addition on his facility at 8951 Enterprise Way in Weston. He is requesting the \$5000 building permit fee be waived. In twenty years, they paid over 1.4 million dollars in property taxes. They were the first business to move into the Business Park. They moved in there with 35 employees and now have 145 employees. He is hoping to have 175 total employees with the new addition. That is 175 employees coming and going to work every day of the week, through the community, and supporting the other businesses in the area. He also talked about a fee that he had to pay to put a new roof on. After he protested regarding that fee it was eventually lowered significantly. The fees are too high. The benefit of their business to the Village far outweighs charging the fees. Maloney said he toured the facility and was amazed. He said there needs to be more discussion on the fee structure and how that relates to businesses who create jobs in the community. Higgins explained how the Planning and Development Department does a lot of work during the site plan review process. The Department has the responsibility of making sure the buildings meet code. The fees have adjusted downward over time. There have been some recent discussions regarding the increase of site plan review fees. Staff is taking the time to go out and do the inspections. It's important that businesses follow through and that staff can verify work was completed. Higgins said more changes can be made to the fee structure, but would

**VILLAGE OF WESTON, WISCONSIN**  
**OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES**

---

like more direction from the Board. Ermeling asked about the comparison with other communities on the commercial building permit fees. Higgins said two years ago she did a fee comparison, and Weston's fees are right in the middle (not too low or too high). Maloney feels this is price fixing. He really struggles with some of these fees. Sparks agrees with Maloney. If we are going to be pro-growth, then we really need to look at the fee structure. He has received complaints from others stating that it is difficult to do business in Weston. We should be viewed as more business friendly. We need to look at what should be paid for through the tax roll versus what should be a fee. He does not feel that if we calculated all the hourly time for review and inspections that it would cost \$5,000, so the fee needs to be reviewed. Ermeling suggested the Village investigate giving a credit or refund (a percentage off the permit fee) if a business creates jobs. Donner said there have been recent discussions on awarding business grants if certain criteria is met. These grants would be acted upon by the Community Development Authority. The Village needs to determine what their goals are for awarding business grants. Maloney said a matrix needs to be created. Donner does not feel the Village can legally waive this fee at this time because it is part of the ordinance. Sparks would like Donner to draft up a matrix that includes business incentives. Higgins said the Community Development Authority is working through that right now. Ermeling suggested the Plan Commission look at the building permit fee structure.

***Motion by Zeyghami, second by Maloney to approve referring this item to the Plan Commission.***

**Yes Vote: 6 No Votes:0 Abstain:0 Not Voting: 1 Result: Pass**

<b>Trustee</b>	<b>Voting</b>
<b>Ermeling, Barb</b>	<b>YES</b>
<b>Ostrowski, Kevin</b>	<b>YES</b>
<b>Zeyghami, Hooshang</b>	<b>YES</b>
<b>Ziegler, Jon</b>	<b>YES</b>
<b>Sparks, Wally</b>	<b>YES</b>
<b>Maloney, Mark</b>	<b>YES</b>
<b>Xiong, Yee</b>	<b>-</b>

5. **Minutes from the previous meetings.**
- **12/17/2018 Board of Trustees.**
  - **12/18/2018 Special Board of Trustees.**

***Motion by Maloney second by Ziegler to approve the minutes.***

**VILLAGE OF WESTON, WISCONSIN**  
**OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES**

---

Yes Vote: 6    No Votes:0    Abstain:0    Not Voting: 1    Result: Pass

Trustee	Voting
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES
Ziegler, Jon	YES
Sparks, Wally	YES
Maloney, Mark	YES
Xiong, Yee	-

**WRITTEN CORRESPONDENCE**

6. No comments.

**REPORTS/MINUTES FROM BOARDS, COMMITTEES, COMMISSIONS**

7. Community Development Authority.
8. Everest Metro Police Commission.
9. Extraterritorial Zoning.
10. Finance.
11. Human Resources.
12. Joint Review Board.
13. Parks & Recreation.
14. Plan Commission.
15. Public Safety.
16. Public Works.
17. SAFER.
18. Tourism.
19. Zoning Board of Appeals.

*Motion by Sparks, second by Ostrowski to acknowledge items 7, 9 – 11, 14 and 18.*

Yes Vote: 6    No Votes:0    Abstain:0    Not Voting: 1    Result: Pass

Trustee	Voting
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES
Ziegler, Jon	YES
Sparks, Wally	YES
Maloney, Mark	YES
Xiong, Yee	-

**VILLAGE OF WESTON, WISCONSIN**  
**OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES**

---

**REPORTS FROM DEPARTMENTS**

20. **Clerks.**  
Weinkauff reported she has been working with ADP on the processing of W2's and they indicated those will be mailed out by the end of the month.
21. **Finance.**  
No comments.
22. **Fire/EMS.**  
No comments.
23. **Parks & Recreation.**  
Osterbrink reported the Ice rinks opened January 11<sup>th</sup>.
24. **Plan/Dev.**
  - **Refuse & Recycling**No comments.
25. **Police.**  
Schutz reported staff continues to have issues with getting statistical data from their computer system. He also reported on the Department's on-going challenges with mental health issues.
26. **Public Works.**  
Donner gave an update on the proposed sports complex facility. The attorney RFP's will be on the next meeting agenda.
27. **Technology.**  
No comments.

**WORK PRODUCT TRANSMITTALS**

28. **Acknowledge December 2018 Building Permits.**

*Motion by Maloney, second by Sparks to acknowledge the December 2018 building permits.*

Yes Vote: 6    No Votes:0    Abstain:0    Not Voting: 1    Result: Pass

Trustee	Voting
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES
Ziegler, Jon	YES
Sparks, Wally	YES
Maloney, Mark	YES
Xiong, Yee	-

**CONSENT AGENDA**

29. **Requests to pull items out of consent consideration.**
30. **Approve Operator Licenses.**
31. **Approve Vouchers 49483 – 49728.**

**VILLAGE OF WESTON, WISCONSIN**  
**OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES**

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- 32. Approve Appointment of Stacy Buchberger-Holt as new agent for the Store #59.
- 33. Approve Renewal of Weigh & Measures License for Schofield Avenue Oriental Market 2018/2019.
- 34. Approve the request from Badgerland Overhead Door, 8808 Progress Way, to modify the exterior material of the building façade per the Plan Commission's recommendation.
- 35. Action on consent agenda items.

*Motion by Ziegler, second by Sparks to approve consent items 30 to 34.*

Yes Vote: 6    No Votes:0    Abstain:0    Not Voting: 1    Result: Pass

Trustee	Voting
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES
Ziegler, Jon	YES
Sparks, Wally	YES
Maloney, Mark	YES
Xiong, Yee	-

- 36. Action on items pulled from consent.  
There were no items pulled from consent.

**ORDINANCES**

- 37. Approve Ordinance No. 19-001: An Ordinance to amend various provisions within Chapter 94 (Zoning Ordinance) to address recent changes in State Law, respond to Village land development review services audit, and make other miscellaneous zoning ordinance changes.

*Motion by Zeyghami, second by Ziegler to approve Ordinance No. 19-001.*

Yes Vote: 6    No Votes:0    Abstain:0    Not Voting: 1    Result: Pass

Trustee	Voting
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES
Ziegler, Jon	YES
Sparks, Wally	YES
Maloney, Mark	YES
Xiong, Yee	-

**VILLAGE OF WESTON, WISCONSIN**  
**OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES**

---

38. Approve Ordinance No. 19002: An ordinance amending Section 78, Article III Special Assessments.

*Motion by Ostrowski, second by Maloney to approve Ordinance No. 19-002.*

Yes Vote: 6    No Votes:0    Abstain:0    Not Voting: 1    Result: Pass

Trustee	Voting
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES
Ziegler, Jon	YES
Sparks, Wally	YES
Maloney, Mark	YES
Xiong, Yee	-

**RESOLUTIONS**

39. No comments.

**UNFINISHED BUSINESS**

40. Approve Resolution No. 2018-056: A resolution amending the Village Fee Schedule.

*Motion by Ostrowski, second by Ziegler to approve Resolution No. 2018-056.*

Yes Vote: 6    No Votes:0    Abstain:0    Not Voting: 1    Result: Pass

Trustee	Voting
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES
Ziegler, Jon	YES
Sparks, Wally	YES
Maloney, Mark	YES
Xiong, Yee	-

**NEW BUSINESS**

41. Discussion and possible action on enrolling in ACH payments and online invoicing for Kerry (formerly Foremost Farms).

**VILLAGE OF WESTON, WISCONSIN**  
**OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES**

---

*Motion by Maloney, second by Ziegler to deny enrolling in ACH payments online invoicing for Kerry, per the recommendation of the Finance Committee.*

Yes Vote: 6    No Votes:0    Abstain:0    Not Voting: 1    Result: Pass

Trustee	Voting
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES
Ziegler, Jon	YES
Sparks, Wally	YES
Maloney, Mark	YES
Xiong, Yee	-

42. Discussion and possible action on Petty Cash policy.

*Motion by Maloney, second by Ostrowski to approve the petty cash policy, per the recommendation of the Finance Committee.*

Yes Vote: 6    No Votes:0    Abstain:0    Not Voting: 1    Result: Pass

Trustee	Voting
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES
Ziegler, Jon	YES
Sparks, Wally	YES
Maloney, Mark	YES
Xiong, Yee	-

43. Approve the Results Based Wellness Program Incentives for Village Employees not on the Village Health Insurance.

*Motion by Sparks, second by Ostrowski to approve the Results Based Wellness Program Incentives for Village Employees not on the Village Health Insurance.*

Yes Vote: 6    No Votes:0    Abstain:0    Not Voting: 1    Result: Pass

Trustee	Voting
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES
Ziegler, Jon	YES
Sparks, Wally	YES

**VILLAGE OF WESTON, WISCONSIN**  
**OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES**

---

Maloney, Mark	YES
Xiong, Yee	-

44. Approve a developer's agreement with TDS Telecom to proceed with expansion of broadband, video, and voice services in the Village.

*Motion by Maloney, second by Zeyghami to approve a developer's agreement with TDS Telecom to proceed with expansion of broadband, video, and voice services in the Village. Q/ Maloney asked about the grant payments and if construction would cover the entire district of TID#1. Crowe said they will do the entire district. Josh with TDS said construction in TID#1 will begin in spring, with possible completion by late summer or early fall. The rest of the Village will follow that completion. He also said if TDS can obtain over 60% of the market share in Weston, the final grant payment will be waived. Zeyghami asked about connecting to the service. Josh said they will have to bring fiber into each dwelling. He also indicated they can provide TV, phone and internet services. The services can be bundled.*

Yes Vote: 6    No Votes:0    Abstain:0    Not Voting: 1    Result: Pass

Trustee	Voting
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES
Ziegler, Jon	YES
Sparks, Wally	YES
Maloney, Mark	YES
Xiong, Yee	-

45. Approve a contract with MSA Professional Services, Inc. to develop a design for the relocation of water and sanitary sewer infrastructure as needed on Margaret Street in the Village of Rothschild.

*Motion by Maloney, second by Ostrowski to approve a contract with MSA Professional Services, Inc. to develop a design for the relocation of water and sanitary sewer infrastructure as needed on Margaret Street in the Village of Rothschild.*

Yes Vote: 6    No Votes:0    Abstain:0    Not Voting: 1    Result: Pass

Trustee	Voting
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES



**VILLAGE OF WESTON, WISCONSIN**  
**OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES**

---

Ziegler, Jon	YES
Sparks, Wally	YES
Maloney, Mark	YES
Xiong, Yee	-

46. **2-year contract renewal with Hydro Corp to perform cross connection control program compliance inspections.**

***Motion by Maloney, second by Ziegler to approve a 2-year contract renewal with Hydro Corp to perform cross connection control program compliance inspections.*** Q/Zeyghami asked staff if they were happy with their performance. Donner said yes, but we do need to follow-up with them more often. Zeyghami also asked about a cancellation clause in the contract. It was indicated a clause is already included.

**Yes Vote: 6    No Votes:0    Abstain:0    Not Voting: 1    Result: Pass**

<b>Trustee</b>	<b>Voting</b>
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES
Ziegler, Jon	YES
Sparks, Wally	YES
Maloney, Mark	YES
Xiong, Yee	-

**MOVE TO CLOSED SESSION PER 19.85(1)(c)**

Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Administrator vacancy.

***Motion by Maloney, second by Ziegler to move to closed session at 6:57 p.m.***

**Yes Vote: 6    No Votes:0    Abstain:0    Not Voting: 1    Result: Pass**

<b>Trustee</b>	<b>Voting</b>
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES
Ziegler, Jon	YES
Sparks, Wally	YES
Maloney, Mark	YES
Xiong, Yee	-

**RECONVENE TO OPEN SESSION**

**VILLAGE OF WESTON, WISCONSIN**  
**OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES**

---

*Motion by Maloney, second by Zeyghami to reconvene to open session at 8:16 p.m.*

Yes Vote: 6 No Votes:0 Abstain:0 Not Voting: 1 Result: Pass

Trustee	Voting
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES
Ziegler, Jon	YES
Sparks, Wally	YES
Maloney, Mark	YES
Xiong, Yee	-

**POSSIBLE ACTION ON CLOSED SESSION ITEMS**

*Motion by Maloney, second by Zeyghami to approve offering the Village of Weston's Administrator position to Keith Donner, with conditions to be included in an agreement and negotiated with President Ermeling, Trustee Sparks and Trustee Zeyghami.*

Yes Vote: 6 No Votes:0 Abstain:0 Not Voting: 1 Result: Pass

Trustee	Voting
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES
Ziegler, Jon	YES
Sparks, Wally	YES
Maloney, Mark	YES
Xiong, Yee	-

**REMARKS FROM TRUSTEES**

Zeyghami said he would like to be appointed to any committees overseeing the Camp Phillips and the Municipal Facility projects.

Ziegler said he will need to attend the February 18<sup>th</sup> meeting by phone.

**REMARKS FROM THE PRESIDENT**

Ermeling said she would like to appoint Keith Donner to MCDEVCO as a representative for the Village of Weston. Clerk Weinkauff will prepare an appointment letter for Ermeling to sign.

**FUTURE ITEMS**

47. Next meeting date(s):

**VILLAGE OF WESTON, WISCONSIN**  
**OFFICIAL MEETING MINUTES OF THE BOARD OF TRUSTEES**

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- February 18, 2019 @ 6:00 p.m. Regular Meeting

48. Announcements.

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**WITH NO OTHER PLANNED BUSINESS, THE MEETING IS ADJOURNED UNTIL  
FEBRUARY 18, 2019 @ 6:00 P.M.**

*Motion by Maloney, second by Sparks to adjourn the meeting at 8:25 p.m.*

Yes Vote: 6 No Votes:0 Abstain:0 Not Voting: 1 Result: Pass

Trustee	Voting
Ermeling, Barb	YES
Ostrowski, Kevin	YES
Zeyghami, Hooshang	YES
Ziegler, Jon	YES
Sparks, Wally	YES
Maloney, Mark	YES
Xiong, Yee	-